

SPONSOR BRIEFING



1. *Under no circumstances will classes be interrupted.*
2. Sponsors will report to NCOA HQ Bldg 2394 if there is a need to contact a student. The COT will determine the need.
3. Members of the student's chain of command only are encouraged to visit with their student during the lunch meal at the Warrior Bde. DFAC Bldg. 2389. Arrangements can be made by coming to the NCOA Operations Center, Bldg. 2394. For any question call, 531-4998/8123.
4. Members of the unit chain of command are restricted to two visitors per visit, once per week.
5. Members of the unit are restricted to the First Sergeant, Command Sergeant Major, and Commanders.
6. Shortcomings of initial issue clothing and TA-50 will be made up NLT 24 hours after notification or the student will be considered for dismissal.
7. Items missing will be dropped off at the SSGLs offices in Bldg. 2392. THE CLASSROOMS ARE OFF LIMITS!!! Throughout the cycle, sponsors may pick up and drop off items needed by their respective students on Mondays and Fridays at the front desk in each of the modules in DUTY UNIFORM!!! Sign in the green ledger book located at the front desk. This helps us monitor support rendered by the units. Sponsors and

others are not authorized contact with the students unless cleared by the COT. DO NOT DROP OFF SHINED BOOTS OR ROTATE DIRTY /UNSHINED BOOTS FOR SPITSHINED BOOTS!!!

8. Sponsors ensure students are taken care of during the course. There is absolutely no excuse for non-support from the units.

9. Exam dates are (See Training Schedule for dates):

(if the student receives a second no-go, the sponsor will need to coordinate for weapon pick-up that day).

Other Important events (See Training Schedule for dates):

➡ APFT

➡ APFT Retest

➡ Spouse Orientation Day

➡ Land NAV

➡ Land NAV Retest

➡ STX

➡ Graduation

10. Contact Numbers

OPS 531-4998

COT 531-4221/397-0592

SDNCO 208-3201

11. Student barracks are **OFF-LIMITS** to all visitors. This policy will be enforced to the extreme.

12. Commanders may grant students emergency leave only after Red Cross verification. Unit must request release of student from PLDC through Memorandum from appropriate commander to the Commandant. Without commanders memo student will not be released.

13. Any question address to SFC Smith at, 531-4221 or <mailto:ncoa.cot@polk.army.mil>.

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